

SECRET

27 DEC

*Procedure
Logistics
Supply*

MEMORANDUM FOR: Chief, Supply Division,
Office of Logistics

SUBJECT : Transmittal Memorandum for Success
Material Lists

REFERENCE : Transmittal memorandum for Success
Material List # 1-58.

1. The referenced memorandum appears to be the basic memorandum from which all subsequent transmittal memorandum for success material lists are prepared.

2. Based on a review of the referenced memorandum by this Office as a result of questions raised by DD/P components, it is recommended that the following changes be made in future memorandums of this type in order to more clearly state the circumstances under which additional property authorizations will be issued to requisitioning components:

a. Paragraph 1, second sentence, following the words "current year funds", insert the words "(provided the total of allotment and property authorization is within the overall activity or project approval)".

b. Paragraph 1b, following the second sentence, insert the sentence "Also, after such request the aggregate of allotment and property authorization requested for the fiscal year should not exceed the overall activity or project approval".

3. Any questions regarding the above requested changes should be directed to this Office.

Chief, Technical Accounting Staff

TAS/LLM/mic(28 Dec. 1957)

Distribution:

Orig. & 2 - Addressee

1 - SSA/Compt.

1 - Budget Division

1 - TAS Subject ✓

1 - TAS Change

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CONCUR:

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Acting Chief, Budget Division

26 DEC 1957

Date

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MEMORANDUM TO: See Distribution
 ATTENTION : Administrative Officers
 FROM : Director of Logistics
 SUBJECT : Excess Materiel List (#1-58)

1. Attached hereto is a listing of items for which there are no existing requirements, and which are to be eliminated from Agency stocks. These items may be obtained with property authorization issued in excess of current year funds by:

a. Abstracting the items, and quantity of each, desired on a requisition (Form No. 88) and forwarding such through normal channels to the Supply Division. This requisition should cite property authorization and reference "Excess Materiel List Number (1-58)." It should also contain the total value of the items requested and the statement, "Fill or kill".

b. Requesting of the Budget Division, Office of the Comptroller, property authorization in excess of current years funds. The amount of property authorization requested should not exceed the aggregate dollar value of respective requisitions for excess materiel. This request should state that the property authorization is to be utilized for materiel contained on "Excess Materiel List Number (1-58)".

2. Requisitions for subject materiel should be limited to valid needs; and will meet all other requisitioning requirements, i.e: request for executive type furniture must be in accord with Agency Regulation

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3. Subject items will be issued on a first come-first serve basis and those items which are not issued prior to (30 November 1957) will be disposed of.

JAMES A. GARRISON

CONCUR: Budget Division, Office of the Comptroller